

Notes on Records Management

The following items relating to records management were discussed by Mr. Emmett Leahy in his recent talk before the Washington Chapter for the Society of the Advancement of Management.

1. The average number of pieces of paper created per employee in the Federal Government is estimated at 34,000; in industry, 56,000 pieces of paper per employee.
2. The cost of maintenance for a file cabinet of records is estimated at \$140.00 per year, including office space.
3. The average number of pieces of paper in a file drawer is estimated at 3,500.
4. Estimated cost of keeping a piece of paper in office space per year is 1¢; estimated cost of keeping a piece of paper in a records center operation is 1/10 of 1¢ per year.
5. Less than 5% of all records are permanent.
6. The rate of reference to records center material in the Department of the Navy originally was one in every four boxes. Recently this ratio has changed to one reference per box for both the Department of the Navy and Business Archives Service.
7. Estimated cost of writing a letter is \$1.50.
8. In several large industrial concerns that claim to have centralized filing systems, it was determined that only 10% of all records in these companies were maintained in

in the central file and the remaining 90% were maintained in several hundred different filing locations. In the Dupont Company, for instance, which claims to have a central filing system, there were over 270 different filing locations.